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# Example of Sales Inside Sales Representative Job Description

Our growing company is hiring for a sales inside sales representative. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for sales inside sales representative

* Servicing assigned accounts
* Handling outbound sales calls
* Developing initiatives to foster sales growth
* Generate leads through effective prospecting of customer database, cold calls, campaigns, product fairs, seminars, industry conferences, internal and external referrals, and networking events
* Maintain complete records of all prospects and customer contact, follow-up calls and forecast information into the Customer Relationship Management system (CRM)
* Build and manage long-term customer relationships and vendor partnerships to maximize business opportunities by use of strategic planning activities to anticipate customers' product or service needs
* Collaborate with business partners to identify appropriate opportunities, build a strong pipeline and accelerate closing cycles
* Manage gross profit, margin and related sales objectives to ensure achievement of assigned quota and company objectives
* Work with internal pricing systems and Solutions Engineering to develop competitive bids
* Stay current with market/industry dynamics, competition, market pricing and vertical market requirements, to be best positioned for success in prospecting efforts

## Qualifications for sales inside sales representative

* Organised and able to follow department processes and work flow
* 1-3 years software or enterprise selling a plus (but not required)
* Bachelors degree required, Professional Selling Degree preferred
* Must be able to organize and prioritize multiple projects and deadlines
* Minimum 2 + years of successful sales experience (B2B or B2C)
* Hunter mentality and driven by success and earnings